



TRAINAIR PLUS Steering Committee (TPSC) Terms of Reference

1. Background

1.1 The rules, regulations, and operating mode of the TRAINAIR PLUS Programme (TPP) are established by ICAO and are mandatory for all Members to comply. Since the beginning of the programme, it was felt that TPP required a mechanism for participation and contribution by Members to assist and advise in its strategic planning. To this effect, ICAO decided to set up a TRAINAIR PLUS Steering Committee (TPSC) in 2012, with initial Terms of References (ToRs) adopted at the first TPSC meeting in Singapore, hosted during the TRAINAIR PLUS Global Symposium.

1.2 A discussion paper (DP-03) from the Secretariat presenting proposed updated ToRs was reviewed during the TPSC/6 meeting in Seoul, Republic of Korea, on 10 May 2016. These updated ToRs included a process to renew the TPSC Members and proposed new electoral procedures and comments received from TPSC Members during the meeting as documented in the TPSC/6 minutes. Once approved by the majority of TPSC Members, the updated ToRs and electoral process described herein will supersede all previous reference documents related to TPSC ToRs.

2. Roles and Responsibilities

2.1 The TPSC has an advisory role to ICAO, offering guidance and advice on the development and improvement of TPP. The TPSC therefore prepares and submits suggestions to improve the implementation and strategic planning of the programme in order to make it more attractive, effective, efficient and user-friendly. It is the responsibility of the TPSC to implement a communication mechanism between all categories of TPP Members to ensure their views are considered. Consequently, the TPSC may comment and provide advice in the following areas:

- ensuring the programme reflects and meets Members' needs;
- evolution of TPP over time (long-term vision and improvements);
- membership process;
- course development and exchange process;
- implementing a communication mechanism to ensure the participation of all Members in strategic planning; and
- development and implementation of new activities.

2.2 The TPSC may organize sub-committees under its direction involving the voluntary participation of other TPP Members to tackle specific tasks, as needed.

2.3 ICAO's responsibilities include, but are not limited to:

- managing and operating TPP;
- interacting with the TPSC and assisting its Members;



- managing and maintaining the programme, tools and websites;
- providing periodic reports to TPP Members;
- organizing TPSC meetings and produce corresponding meeting minutes, and
- organizing TPSC elections.

3. Composition

3.1 The TPSC is composed of 14 Members elected among the Full Members and Regional Training Centres of Excellence (RTCE) of TPP. Training organizations are TPSC Members, not individuals working for them. TPSC Members shall nominate a representative who will represent the training organization during the term of its mandate as a TPSC Member. TPSC members are invited to nominate alternate representatives to ensure adequate succession planning. Therefore, alternates are also encouraged to attend TPSC meetings.

3.2 Should a representative of a TPSC Member cease its activity, the training organization shall nominate another representative and inform ICAO of this change in the shortest delay and in all cases within a maximum period of one month.

3.3 The Chairman and two Vice-Chairmen of the TPSC are elected among the fourteen (14) TPSC Members during the first meeting of a new TPSC term. The Chairman and two Vice-Chairmen are elected for the entire duration of the TPSC term and should preferably be from different regions.

3.4 In order to ensure continuity of the TPSC activities, six months extension could be granted to allow flexibility if needed, as TPSC elections are likely to be conducted through an on-line system in the time before of the global aviation training events.

3.5 Only Full TPP Members (including RTCEs) are eligible to become TPSC Members. The Manager of the TRAINAIR PLUS Programme (M/TPP) assumes the responsibility of the TPSC Secretariat with technical assistance from ICAO staff. M/TPP can delegate any other ICAO representative to act on his behalf.

4. TPSC Meetings

4.1 The GAT Office is responsible for organizing TPSC meetings, recording and confirming meeting minutes, distributing information and completing other tasks as needed to support the TPSC.

4.2 The TPSC must meet face-to-face at least annually. These annual meetings could be convened during a TPP event, or alternatively at ICAO Headquarters, or at the invitation of a TPP Member.

4.3 It is mandatory that TPSC Members attend TPSC meetings. Failure to attend two TPSC meetings consecutively will automatically result in the exclusion of the TPSC Member from the following election.

4.4 In the event that a TPSC Member relinquishes its TPSC position, its replacement will be proposed by the GAT Office for approval by the TPSC. The nominated candidate(s) will be selected from the pool of candidates of the previous TPSC election and which have collected the most amount of votes.



4.5 Any TPP Member can attend TPSC meetings as observer. In this case, the TPP Member should inform the GAT Office at least three weeks before the date of the TPSC meeting for logistical purposes. TPSC meetings dates will be posted on the GAT website at least two months prior to the meeting.

4.6 The minimum quorum to conduct a TPSC meeting is 8 Members. If the quorum is not obtained, the TPSC meeting is postponed to a later date and within a maximum timeframe of six months. Should there be no GAT event scheduled within the upcoming six months of the postponement, and should there be no other opportunity to organize a face-to-face meeting, then a TPSC meeting could be organized through a teleconference, on an exceptional basis. The teleconference also requires the minimum quorum of 8 Members to be conducted.

4.7 Should the TPSC Chairman be absent from a TPSC meeting, the first Vice-Chairman will automatically take the role of Chairman. Should both the Chairman and first Vice-Chairman be absent from a TPSC Meeting, the second Vice-Chairman will take the role of Chairman. Should all three be absent, the TPSC meeting will be postponed.

4.8 All TPSC meetings are conducted in English. All documents and minutes are available in English only.

5. Elections of the TPSC

5.1 The GAT Office will organize elections to reconstitute the TPSC representation once every three (3) years, from the date of the election of the previous TPSC. A six months extension could be granted to allow flexibility, as new TPSC first meeting are likely to be conducted in conjunction with GAT events to facilitate travel plans of all members.

5.2 GAT will manage and supervise the election process through a web based voting system through the TRAINAIR PLUS electronic Management System (TPeMS), in order to facilitate the participation and follow up of all members.

5.3 Eligible candidates to become TPSC Members are TPP Full Members (including RTCEs) who have no outstanding invoice payment with the GAT Office at the time of their application. Interested candidates should officially apply following the guidance's provided by the system.

5.4 Current TPSC Members may apply for re-election. They may apply again, like all other candidates, after they have ceased to perform their 3 year term as TPSC Member.

5.5 The categories of TPP memberships eligible to vote are: Associate, Corporate, and Full (including RTCE). All TPP Members voting in the TPSC election should not have any outstanding payment of its Annual Membership Fee. TPP will have the electronic list of all TPP Members and will record the TPP Member votes. TPP Members cannot delegate their voting right to another TPP Member.

5.6 Each member will use one vote through the system and the 14 candidates who will have received the most votes will be elected and will form the TPSC for the new term of three years.



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5.7 The newly elected TPSC will conduct its first TPSC meeting immediately after it has been elected in conjunction with global aviation training events. The first item on the agenda is the election of the Chairman and Vice-Chairmen among the 14 Members. The newly elected Chairman will chair the first TPSC meeting of its term.

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